



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY COMMUNITY AND FAMILY SUPPORT CENTER
ALEXANDRIA, VA 22331-05 (B)



CFSC-FM-C (215-1g)

18 JUN 1996

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure (SOP) for the Army Morale, Welfare and Recreation Fund (AMWRF) MACOM Operational Self-Sufficiency Exemption (SSE) Dividend Program

1. The enclosed SOP contains recommendations made by the Process Action Team at their 7 May 96 meeting, held in Alexandria, VA. Additionally, comments provided by MACOMs from their review of the SOP, sent 16 May 96 via electronic mail or facsimile, are incorporated in the enclosure.
2. Point of contact is Ms. Elizabeth Johnson, CML 703-681-7304 or DSN 761-7304.

FOR THE COMMANDER:

Encl
as

JEFFREY R. DALBEY
Director, Financial
Management

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STANDING OPERATING PROCEDURE EXECUTIVE COMMITTEE

ARMY MORALE, WELFARE AND RECREATION FUND MACOM OPERATIONAL SELF-SUFFICIENCY EXEMPTION DIVIDEND PROGRAM

1. PURPOSE. This document establishes guidance, prescribes procedures, and assigns responsibilities governing the Army Morale, Welfare and Recreation Fund (AMWRF) Major Army Command (MACOM) Operational Self-Sufficiency Exemption (SSE) Program.

1-2. REFERENCES AND CATEGORIES OF EXEMPTION. Appendix A contains applicable references. Appendix B provides the list of authorized self-sufficiency exemption categories.

1-3. SCOPE. The guidance and procedures contained in this document apply to all organizational elements within the Army and those Department of Defense elements for which the Army exercises direct Morale, Welfare and Recreation (MWR) managerial purview. This program supports both capital and noncapital MWR exemptions as listed in Appendix B.

2-1. INTRODUCTION. This AMWRF funded program is established to support certain MWR functions performed within the Army for which local resources are not available or whose usage is inappropriate.

2-2. RESPONSIBILITIES.

a. The MWR Board of Directors (BOD) sets Army goals and direction for the administration of this program.

b. The Executive Committee (EXCOM) reviews the recommendations developed by the MWR Finance Committee for future strategies and use of the funds supporting this program.

c. The Finance Committee reviews and approves specific allocation of funds to each MACOM on behalf of the MWR BOD.

d. The Commander, U.S. Army Community and Family Support Center (USACFSC) administers the program on behalf of the MWR BOD.

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3-1. GENERAL GUIDANCE.

a. SSE funds will support only authorized nonappropriated fund (NAF) expenditures or expenditures of NAF funds for valid MWR items authorized appropriated fund (APF) when APF is not available. The SSE grant is provided to the extent that funds are not available within the MACOM. This program is not intended to fund new initiatives, which may be developed by a MACOM. Those should be brought before the appropriate committees for separate funding consideration. SSE funds will not be used as a matter of convenience in lieu of authorized APF support.

b. SSE funds may only be used for their intended purpose as listed in Appendix B. Reprogramming of funds within each element of expense is authorized except for MACOM NAF personnel/benefits. Reprogramming of funds into or out of the MACOM NAF personnel element of expense is not authorized. Unexpended funds will be returned to the AMWRF or applied against the next year's allocation.

3-2. GUIDELINES. SSE requests that are common to the Army as a whole will be administered in an equitable manner to all participants. Accordingly, AMWRF support will be provided in accordance with the following guidelines. Sponsors may provide additional support as deemed appropriate.

a. Reserve Units, Annual Training (AT) or Full Time Support (FTS) dividends for Reserve Components. Maximum AMWRF support is \$1.50 per person per month, while on active duty. Funding to be provided separately from MACOM SSE.

b. Isolated Units. Maximum AMWRF support is \$18.00 per person per year. Funding to be provided separately from MACOM SSE.

c. Military Assistance Advisory Groups, Missions, Defense Attaché Offices (MAAGs/Missions/DAOs). Maximum AMWRF support is \$25.00 per person per year. Funding to be provided separately from MACOM SSE.

d. Soldier/Non-Commissioned Officer (NCO) of the Year. Maximum AMWRF support is \$1,000 per award. Funding limited to two awards per MACOM; one for MACOM Soldier of the Year award and one for MACOM NCO of the Year award. MACOMs supporting unified commands are limited to two awards per unified command.

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e. MACOM NAF Personnel. AMWRF support is limited to MACOM NAF personnel requirements, which have been recognized as of the end of FY 95. New requirements will be identified separately. All increases to staffing requirements, based on Table of Distribution and Allowance (TDA) or other documents such as a Personnel Requirement Document (PRD) used to show staffing requirements, authorizations, and allowances, as of the end of FY 95 will be justified. Funding is limited to MACOM level policy and oversight functions only. Funding is not authorized for installation functions. For single fund MACOMs, the MACOM policy and oversight functions must be separated from installation functions, so that SSE funding is provided for MACOM oversight responsibilities only.

f. MACOM Travel. AMWRF support is limited to temporary duty (TDY) costs for MACOM NAF personnel and other MACOM MWR personnel. AMWRF support is intended to fund MACOM policy and oversight functions only. APFs are authorized to be used for NAF personnel travel, which constitutes Executive Control and Essential Command Supervision (ECECS) and/or training.

g. MACOM Administrative Expenses. AMWRF support is limited to authorized MACOM level NAF expenses for which APF is not available. Submission must be supported by a detailed list of administrative expenses. Expenses for MACOM administration such as Civilian Personnel Office (CPO) and Central Accounting Office (CAO) are allowed SSE funding support only for headquarter (HQ), MACOM function and not installation expenses.

h. Capital Requirements. AMWRF support is limited to MACOM capital expenditures for automation items over \$1,000 each. Automation items are identified as facsimile machines, plan and color copiers, computers, printers, and software. A list of required items must accompany requests.

i. Food, Beverages, and Mementos. AMWRF support may only be used for functions authorized in AR 215-1 to be paid for by NAF when APF is not authorized. Submission must be supported by a schedule showing events or expenses to be supported.

j. School Activities. AMWRF support will only be provided for those schools, which are tenants on an installation. Maximum AMWRF support is \$1.50 per student for those courses where students are TDY and \$25.00 per student for non-TDY courses. AMWRF support may only be used for functions authorized in AR 215-1 to be

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paid for by NAF when APF is not authorized. Provide detailed schedule showing activities, events and expenses to be supported.

k. Army Community Services (ACS) Awards/Uniforms. AMWRF support is limited to funding awards and uniforms for MACOM level volunteers. A schedule showing number of ACS programs and number of volunteers per program must be submitted with the request.

l. Volunteer Reimbursements. AMWRF support is limited to the National Guard, U.S. Reserve Components and the U.S. Army Recruiting Command (USAREC). A detailed schedule by element of expense must be submitted with the request.

m. Scouts. AMWRF support is limited to overseas scouting MWR support in accordance with guidelines established by the Office of the Secretary of Defense, General Counsel. Appropriated funds are to be used first and to the maximum extent possible so that minimum NAF support is applied.

4-1. PROCEDURES.

a. Based on MWR BOD goals and direction, objectives and instructions for administration of this program will be provided by USACFSC (CFSC-FM) through updates of this document and Chapter 11, AR 215-1.

b. Requests for SSE funds will be in the format prescribed by an annual memorandum from CFSC-FM not later than 1 June of each year for the upcoming fiscal year. All available MACOM funds will be applied before requesting AMWRF support. Available MACOM funds include remaining SSE funds not used from the previous year's request and other funds the MACOM has available to apply to the SSE request. For those MACOMs with separate headquarters level funds, requests will be accompanied by the annual NAF budget for the MACOM headquarters level fund. SSE requests must be submitted not later than 1 August of the year preceding proposed execution.

c. USACFSC (CFSC-FM) will analyze each request and supporting budget and provide the Finance Committee members with the proposed distribution plan/supporting detail for review and approval.

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d. Upon obtaining Finance Committee approval, USACFSC will inform each host MACOM/element of the committee's action. The total allocation will be provided to the host or MACOM designated fund at that time.

e. Use of SSE funds will be accounted for in accordance with DOD 7000.14-R. Host MACOMs/elements will maintain sufficient tracking information to enable USACFSC/ Finance Committee to review the execution of approved exemptions.

f. Managerial review and audit will be conducted by USACFSC/Finance Committee and commercial audit of the AMWRF.

g. Executive reports and attendant recommendations will be reviewed and endorsed by the Executive Committee.

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APPENDIX A

1. AR 215-1 Administration of MWR Activities and NAFIs
2. DOD 7000.14-R Financial Management Regulation Vol. 13, Nonappropriated Funds Policy and Procedures
3. Memorandum, CFSC-PNP, 15 Mar 1994, subject: Morale, Welfare, and Recreation Support to Military Assistance Advisory Groups (MAAGs), Missions, Defense Attaché Offices (DAOs), and Security Assistance Organizations (SAOs)

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APPENDIX B

Authorized Self-Sufficiency Exemption Categories

1. Reserve Units
2. Isolated Units
3. MAAGs/Missions/DAOs
4. Soldier/NCO of the Year
5. MACOM NAF Personnel
6. MACOM Travel
7. MACOM Admin Expenses
8. Capital Requirements
9. Food, Beverages, and Mementos
10. School Activities
11. ACS Uniforms
12. Volunteer Reimbursements
13. Scouts